

HISTORICAL PRESERVATION INTERNSHIP

Description

The Troup County Probate Court, located at 100 Ridley Avenue, LaGrange, Georgia, is looking for a qualified intern to join our team for 200 hours between May and September 2022. The Probate Court handles marriage licenses, pistol permits, guardianship and conservatorships, and serves to assist all citizens of Troup County.

The focus of this internship is to assist the Court with the historical preservation of marriage licenses by preparing, scanning, and cataloging the licenses for the benefit of historical research by Troup County citizens.

Pay Rate

\$12 per hour (200 hours) – Funded by ACCG Civic Affairs Foundation Grant

Responsibilities

- Data entry for marriages licenses and cataloging
- Organize documents for historical preservation and database filing
- Assists office staff with identifying records and assisting the public with pulling records
- Performs all other related duties as assigned

Requirements

The Troup County Probate Office is looking for an undergraduate or graduate student with some knowledge in historical preservation, probate matters, and organization of official court records. High School students with dual enrollment in college courses and at least 16 years of age will also be considered. This person should have excellent verbal and written communication skills with some knowledge concerning probate matters and records preservation. Experience working in a library or the legal field will be given much weight when choosing a candidate for this internship position.

Majors

History, Research, Library, Legal Services, Law and other relevant fields.

Applying for this internship

Employment applications will be accepted Until Filled on Troup County's website
@ www.troupcountyga.gov